



HOW TO...

Log in to your PC remotely

You don't even have to be on the same continent as your PC to access its files these days. Lauren Taylor shows you how to get connected using Log Me In, a remote access service

You've got the day off. A long weekend in the country, or partying in Barcelona, beckons. But your boss is worried. There's just this one little thing that only you know about and there might be a problem with it. What do you do? Instead of cancelling your fun just on the off-chance you'll be needed, you can instead work from anywhere in the world. As long as you have internet access, you can log on to your computer and do anything you would normally as if you were sitting at your desk.

Windows XP comes with a feature that allows you to access your PC remotely, but it's quite complicated. Sites such as Log Me In make the process hassle free. To use a remote access service, your computer will need to be switched on and

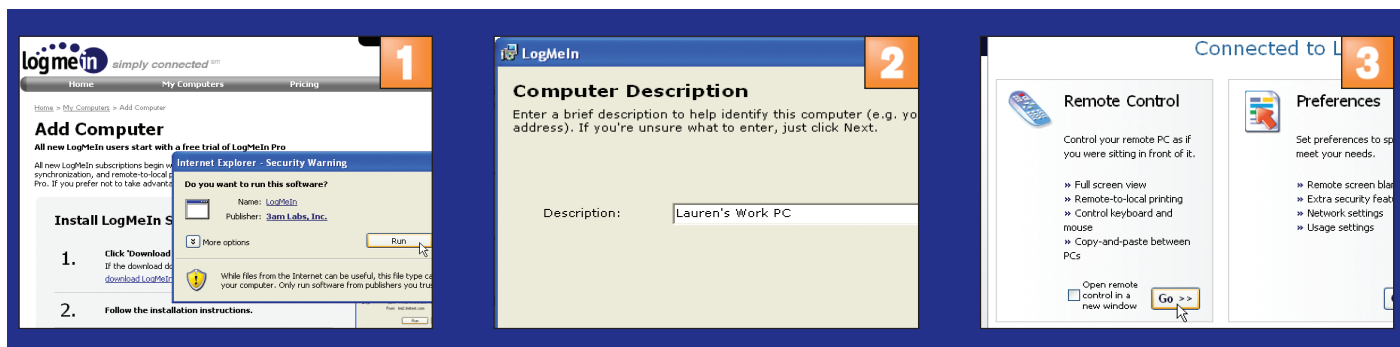
connected to the internet. This is only viable if you have a broadband connection.

1 Enter www.logmein.com into your browser address bar on the PC that you want to access remotely. Go to the drop-down Products menu at the top of the page. Click LogMeIn Free, then the Download Now button. You'll have to create an account first. In the next screen click Add Computer.

2 Click on Install Now when prompted, then on Run in the dialog box that appears. During the install process you'll be asked to give a name for the computer you'll be accessing. Make this something descriptive, such as

My Work PC. You'll also be asked to enter a code. Make this something as difficult as possible, but also something you'll remember. When you log in from another location in future you'll need to enter this code to access your PC, so you don't want anyone else to be able to guess it easily.

3 Before you leave on your trip, make sure everything is working. On another computer, go to the Log Me In website. Enter your email address and password. The password is the same as the one you used when you set up your account – it is not the computer code entered during the installation process. Select your computer when asked. When connected, click the Go button beneath Remote Control. **CS**

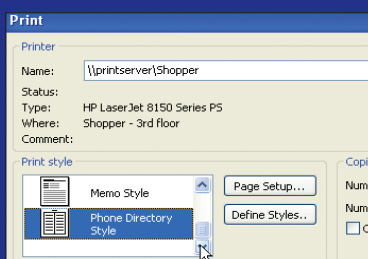


HINTS & TIPS OUTLOOK EXPRESS

HOW TO... Print your address book

A digital address book is vastly superior to a paper-based one. It makes looking up contacts a lot easier, it is more convenient when writing emails and it allows you to include a lot more information. Plus, if you use it with a PDA, you've always got a backup.

But there are times when nothing quite beats the old-fashioned paper and ink version – such as during a power cut. Microsoft Outlook makes it easy to print your address book in a number of different formats. Click on Contacts and select Print from the File menu. In the dialog box that appears, scroll down the list under Print Styles to choose one that suits you. To see how it will appear before printing, click on the Preview button.



HINTS & TIPS INTERNET EXPLORER

HOW TO... Read web pages offline

There's more to the Add to Favorites feature than meets the eye. It will bookmark a website for you, but you can also use it to make a website available to read when you're not connected to the internet.

To set this up, select Add to Favorites from the Favorites menu. In the dialog box that appears, make sure you tick the box next to Make Available Offline. For more options, click on the Customize button and follow the wizard. For example, to save space you might not want it to make linked pages available too, or perhaps you want to restrict it to just one or two pages deep.

